

**ARIZONA TRAUMA SYSTEM
QUALITY ASSURANCE AND SYSTEM IMPROVEMENT (AZTQ) COMMITTEE
MINUTES**

**January 19, 2006
150 North 18th Avenue, Conference Room 540-A**

Members Present:

John Porter (Chairman)	Debbie Johnston
Jeff Farkas	Charlann Staab
Jane Burney	Dennis Shelby
Marcia Barry	Pam Goslar
Linda Worthy	Bill Ashland
Kathleen Ruiz	Michelle Ziemba

Members Absent:

Brenda Sutton
Scott Petersen
Philip L. Johnson
Michelle Guadnola

I. CALL TO ORDER

John Porter, Chairman, called the regular meeting to order 10:50 a.m. after a quorum was reached.

II. DISCUSSION and Action on May 15, 2003 Minutes

- A motion was made by Michelle Ziemba and seconded by Dennis Shelby to approve the minutes of May 15, 2003. **Motion carried.**
- John Porter gave a brief history of the AZTQ Committee:
 - When the state started collecting trauma data, the trauma registrars from the participating hospitals decided to meet on a regular basis, and formed a user group to determine the necessary data elements.
 - AZTQ reports to the State Trauma Advisory Board (STAB), and over the years much discussion ensued due to many issues concerning data elements.
 - Standardizing trauma registry data elements has been a work in progress.
 - STAB decided that as the trauma center designation process moved forward, AZTQ would oversee trauma system quality improvement and ensure that trauma centers met their trauma data collection and reporting obligations.

III. ARIZONA DEPARTMENT OF HEALTH SERVICES ITEMS:

- A. STAB 2005 Annual Report
- The Report presents an overview of the activities and accomplishments of STAB during 2005. Appendix-A of the Report lists 25 health care institutions (including the seven self-designated trauma centers) that expressed an interest in participating in the trauma system as state designated trauma centers.
- B. Status of Trauma Center Designations
- The state designation of trauma centers is on target. Each of the seven self-designated Level I trauma centers applied for and received state designation as a Level I trauma center. BEMS has received inquiries from other hospitals interested in various other Levels of trauma center designation.

C. State Trauma Registry Status

Anita Ray and Georgia Yee reported:

- Nine hospitals are currently reporting data to the registry, and three more hospitals would like to start reporting
- Each of the nine reporting hospitals have been collecting different data
- Data from each hospital will be standardized and merged into one state format
- A standard picklist of data elements has been established for each data field
- Trauma data are currently not in a useful format
- The software vendors are converting each hospital's data to the state format
- The conversion of old data will depend on how far back the Trauma One System goes and how far back each hospital has collected data
- Each hospital's data will be downloaded into the state system after being converted, and the state system's starting point the same for each hospital
- The software vendors just started testing a dataset with the new picklists, and data items the vendors may have missed in our instructions have been sent for correction
- Completion of the entire conversion process will take a few more months
- An individual hospital can maintain its current picklist as long as the data can be mapped to the state registry.
- Phase I of the standardization project is consistent, as most of the hospitals agree on picklist content.

IV. **OLD BUSINESS:**

A. Discussion/Overview of AZTQ and Discussion/Action on AZTQ Bylaws

A motion was made by Dennis Shelby and seconded by Bill Ashland to accept the AZTQ Bylaws as amended. **Motion carried.**

- The committee decided that the "Representative from an Urban Non-Trauma Acute Care Facility" category is to be filled, and recommended that suggestions be emailed to Vicki Conditt for processing.
- The Bylaws can be amended to meet the needs of the committee.
- All references to "QASI", the committee's former acronym, on any documents related to this committee be amended to read AZTQ.
- Pursuant to the Bylaws, Marcia Barry was nominated as the Vice Chair to serve as Committee Chair in the absence of Dr. Porter. Ms. Barry accepted the nomination and was approved by a majority of the members.

B. Discussion and Action on 12/2000 Draft Quality Assurance/Process Improvement Plan

- A motion was made by Michelle Ziemba and seconded by Marcia Barry to discard the draft Arizona Trauma System Quality Assurance & System Improvement Plan written in 2000, and BEMS staff to develop and present a new plan to AZTQ at a future meeting. **Motion carried.**

Item: Discussion and Action on Arizona Trauma System quality

Assurance & System Improvement Plan

Follow Up: AZTQ
When: A Future Meeting
Who: Vicki Conditt

V. NEW BUSINESS:

- A. Discussion and Action on Revision of Substantive Policy Statements and Need to Promulgate Rulemaking
1. The Trauma Registry and Its Reports
 2. Registry Reports Discussion
 3. Format for Submission of Trauma Registry Data
 - BEMS staff reported that the substantive policy statements (“SPSs”) require extensive updating/rewriting. The committee recommended that BEMS staff draft revised SPSs for the committee's review and approval after Phases I and II of the data standardization project are complete. Vicki Conditt explained that the committee will most likely need to consider promulgating rules for many of the requirements contained in the SPSs to make them enforceable.
 - A motion was made by Pam Goslar and seconded by Michelle Ziemba that BEMS staff revise the three SPSs and present the drafts to AZTQ at a future meeting. **Motion carried.**

Item: Discussion and Action on Revision of Substantive Policy Statements and Need to Promulgate Rulemaking
Follow Up: AZTQ
When: April 20, 2006
Who: Vicki Conditt

- B. Discussion and Action on Trauma Registry Data Elements and Reports
- The committee recommended that reports should be run after Phase II of the data standardization project is completed.
 - A question was asked about hospitals reporting financial information (e.g., charges, reimbursements, etc) and reporting that to the state. It was stated that the Level I trauma centers already report such data to AHCCCS.
 - No data will be released unless AZTQ approves it first, or it is established in policy or rule.
 - Every trauma center receiving Proposition 202 money is reporting their financial data to the state.
 - One of the advantages to running the data for a period of time is to see what fields we are not able to collect
 - A motion was made by Marcia Barry and seconded by Pam Goslar to accept the Data Dictionary List through Phase II of the data standardization project and subsequent analysis. **Motion carried.**
 - Several hospitals wish to maintain a more lengthy list of non-injury complications than the state requires. These hospitals will have two fields in

their system for collecting this data. One field will contain the State required list for a download, and the other field will enable hospitals to collect any additional information.

- C. Quality Assurance Process and Open Meeting Laws – FYI
- David Harden shared an internal memorandum written by a previous Assistant Attorney General to the Bureau of EMS concerning confidentiality of quality assurance/improvement data discussions.

VI. SELECTION OF FUTURE MEETING DATE(S)

- A motion was made by Dennis Shelby and seconded by Bill Ashland to approve the 2006 meeting schedule for AZTQ. AZTQ will meet directly following each State Trauma Advisory Board meeting. Those meetings are scheduled for April 20, September 21, and November 2. **Motion carried.**

VII. CALL TO THE PUBLIC

- No one came forward

VIII. SUMMARY OF CURRENT EVENTS

IX. NEXT MEETING

The next AZTQ meeting will be held on April 20, 2006.

X. ADJOURNMENT

The meeting adjourned at 12:00 p.m.

Approved by: AZTQ Committee

Date: April 20, 2006